



FINANCE RETIREMENT/SEPARATION FACT SHEET



TOTAL SUPPORT

1. GENERAL: The purpose of this fact sheet is to explain the basic entitlements to soldiers who retire from the United States Army at Fort Belvoir, Virginia.		
2. TRAVEL ALLOWANCES: Upon retirement/separation from Fort Belvoir, the soldier and their family are entitled to travel pay from Fort Belvoir to any chosen point within CONUS or OCONUS for retirees and their Home of Record for separating or chaptering soldiers. <i>Mileage Driving:</i> The soldier and his/her family are entitled to mileage when driving. Up to two POVs are authorized for the member and/or family member(s) own vehicle or long-term lease vehicle. Mileage is paid at \$0.24 per mile per car. <i>Per Diem Driving :(1) Official Travel Time:</i> Taking the official distance between authorized points and dividing it by 350 miles derives travel time. Any remainder greater than 50 miles adds another day. <i>(2) Calculation of Per Diem:</i> Drivers of vehicles moving on different days or routes receive \$116.00 per travel day, each family member over 12 year will receive \$87.00 and each family member under 12 received \$58.00 per travel day. <i>(c) Commercial Air or Bus:</i> The payment will be based on the location to which the soldier and/or dependents are traveling.		
3.DISLOCATION ALLOWANCE (DLA): DLA is not authorized upon retirement.		
4.TEMPORARY LODGING EXPENSE (TLE): TLE is not authorized upon retirement.		
SUBMISSION OF FINAL TRAVEL VOUCHERS: Documents required to process travel claim are: DD 1351-2, two copies of all orders and a voided check. Soldiers have up to one year from date of separation/retirement to submit their final travel voucher to the following address: <i>Defense Military Pay Office Attn: Travel Branch 9875 Michie Place Fort Belvoir, VA 22060</i> Retirees can extend yearly through Transportation for up to 5 years. As long as the extension is approved, so will your travel entitlements. DITY vouchers will also be mailed to the above address. Please mail in voucher after travel has been completed and after date of retirement.		
5. ACCRUED LEAVE: For each day of leave accrued, the soldier will receive one day's base pay minus the standard 25% deduction for federal tax and any state tax, if applicable. Effective February 10, 1976, there is a limit of 60 days accrued leave payable in a military career (refer to your LES for the number of days leave previously paid).		
6. TRANSITION LEAVE: Soldiers going on transition leave will continue to receive pay and allowances as normal. There will be no interruptions with pay while on transition leave.		
7. FINAL PAY: Final pay includes all pay and allowances for the month of separation, accrued leave, separation pay, disability severance pay and clothing allowance for enlisted soldiers. EOM LES will show a status debt and EOM pay will be zero because the final pay is computed manually. Payments will be electronically transferred to the current bank account on the date of retirement/separation. Retirees are paid 100%, and separation/chapters are paid 80% on date of separation and the remaining 20% after post audit, approximately 20 days after separation.		
8. GOVERNMENT QUARTERS: The termination of quarter does not have to be submitted to finance. It is handled through RCI. They stop the allotments. POC: (703) 454-9731, 9733 or 9700.		
9. ALLOTMENTS: The allotments on your LES at the time of retirement will roll over to your retirement account per the availability of funds. Retirees are permitted to have a maximum of six allotments, classified as discretionary allotment, deducted from their retired pay. The exceptions are the TSP, charity and Tri-Care Delta Dental Deductions. Separation/chapters allotments stop one month prior to date of separation.		
10. RETIREMENT PAY: Retirement pay is prepared by Defense Finance and Accounting Service London, Kentucky. The Retirement Pay Branch uses orders and the DD 2656 to initiate retirement pay. These are provided by the MILPO Transition Point. After retirement, retirees should address question regarding their pay to: Defense Finance and Accounting Service – U.S. Military Retired Pay, PO Box 7130, London, KY 40742-7130 Phone: 800-321-1080 or 216-522-5955 and Fax 800-469-6559 To estimate retired pay: http://www.armyg1.army.mil or AKO under My Benefits. General Retirement information: http://www.odcsper.army.mil/retire For frequently asked questions: www.dfas.mil/retiredpay.html		
11. CHANGES DURING OUT PROCESSING: Any changes in retirement/separation processing should be brought to the attention of the Separations Clerk <u>as soon as possible</u> . Examples are cancel retirement, retiree recall, reenlistments or extensions.		
12. W-2 FORMS: W-2 Forms are mailed at the end of January for the tax year that ended December 31 st of the previous year to the address shown on the final payment voucher. You may also access MyPay through the DFAS homepage to print your W-2. MyPay account will remain active for 12 months after date of separation. If you move, please notify us at: DMPO, ATTN: Separations Section 9875 Michie Place BLD 219 Fort Belvoir, VA 22060. All requests must be in writing and should include your full name, date of separation, SSN, the correct address, and signature below the request.		
13. NOTE: DO NOT CLOSE BANK FOR SIX MONTH AFTER SEPARATION.		
14. POC: Ms. Leama Mr Walker Fax Travel	703-805-4444 703-805-3734 703-805-3176 703-805-2840	loata.loretta.leama@conus.army.mil david.aaron.walker@conus.army.mil
Satellite offices:	Fort Myer 703-696-3021 Pentagon 703-697-2801	

****THIS IS STRICTLY A GUIDE! YOUR CIRCUMSTANCES MAY DIFFER!*****